

TAB

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30 July 1953

EYES ONLY

MEMORANDUM FOR: Inspector General

SUBJECT : Personnel Office

REFERENCE : Memorandum from Inspector General, dated 1 July 1953

GENERAL :

1. Normally, the service furnished this office by the Personnel Office is most satisfactory. In connection therewith, however, the following comments are made as constructive criticism.

a. It is suggested that attendance at the Basic Intelligence course be mandatory for those Personnel people who will be dealing with the Area Divisions of the DD/P complex. It is felt that this training would bring about a more sympathetic attitude on the part of Personnel toward operating problems.

b. It is also suggested that rotation of Division Personnel Officers, Field Personnel Officers, and Personnel Placement Officers between the Personnel Office and the Operating Offices would contribute toward a better understanding of each other's problems.

c. Infrequency of visits of Personnel representatives to the operating offices, undoubtedly because they are physically five blocks apart, contribute toward a lack of appreciation of mutual problems.

d. It is suggested that regularly scheduled meetings of the Division Personnel Officers with Personnel Office representatives would be mutually helpful.

SPECIFIC:

2. With regard to the handling of paper work, the processing of appointment actions seems unduly delayed while there has been a noticeable improvement in the handling of promotion and reassignment actions.

3. The observations of this Division indicate completely satisfactory service from the Central Processing Branch; however, the

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NO CHANGE IN CLASS.

DECLASSIFIED

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effectiveness of this type of service is more readily measurable since a tangible service is offered.

4. There is room for improvement in the handling of Staff Agent cases and this can only be accomplished by a closer working relationship between the Personnel Office and the Division Personnel people.

INDIVIDUALS ENGAGED IN PERSONNEL WORK:

5. In reply to paragraph 2 of referenced memorandum, this Division has six T/O positions for Personnel and Training Section:

25X1A	a. [REDACTED]	Administrative Officer
	b. [REDACTED]	Personnel and Training Officer
	c. [REDACTED]	Personnel Officer
	d. [REDACTED]	Administrative Assistant
	e. [REDACTED]	Personnel Clerk
	f. [REDACTED]	Personnel Clerk

In addition to these, we are currently utilizing three casuals on personnel work, while awaiting departure for the field or reassignment:

25X1A	a. [REDACTED]	Intelligence Officer
	b. [REDACTED]	Intelligence Officer
	c. [REDACTED]	, Clerk-Typist.

25X1A

[REDACTED]
Chicago
Division of Near East
and Africa